

Hindolveston Parish Council

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Present: Wayne Bowditch (Chair), Hazel Carter, Chip Davison, Wayne Jolly, Trevor Leeder, Mary Walsh (Vice-Chair)

And five members of the public

Meeting of Hindolveston Parish Council on Thursday 18 July 2019 at 7.30 pm
in the Millennium Pavilion, Rec Ground

Public Forum

Members of the public raised the following issues

- Grounds maintenance at the Recreation Ground - grass was left uncut for too long so the area is now a mess
- Footpath to Foulsham - crops have grown over the path. (It was noted that the rape had been sprayed back on the path but the surrounding plants had since grown up. However the fields were due to be harvested in the next couple of weeks.)
- Footpath off Fulmodeston Road - stiles in poor condition and cows in the field.
- Footpath across the graveyard - burials on the path. (The Clerk would bring this to the attention of the Vicar).
- Allotments - concern about boundary encroachment - request for the Parish Council to be firm and not to give land away.

DRAFT MINUTES

Welcome from the Chair

- 1) Apologies Neil Lewis, Vincent FitzPatrick (District Cllr) and Steff Aquarone (County Cllr) were accepted.
- 2) Declarations of pecuniary interest in any of the agenda items listed below. None.
- 3) The Minutes of the previous meeting (20 June) were approved and signed.
- 4) Matters arising: progress on items from previous meetings for information or reminders only. Items not on this agenda requiring decisions will be placed on the agenda for the next meeting.
- 5) Highways
 - a) Items to report
 - i) stiles in poor condition of footpath off Fulmodeston Road
 - b) It was noted that The Dyes is a private road so the District Council will not provide street name sign. It was agreed to have a sign made by Steward Safety Supplies.
 - c) Signs for defibrillator: it was decided to put this on hold pending consultation and agreement with the Village Hall committee.
- 6) Speed Management: nothing to report.
- 7) Planning
 - a) Applications received from the District Council for consideration: none.
 - b) Decisions made by North Norfolk District Council none.
 - c) Decision made by the Planning Inspector
 - i) PO/18/1436: Outline application for the erection of 2no. dwellings (All Matters Reserved) at The Mill House, Foulsham Road. The appeal is allowed and planning permission is granted.

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8) Financial Business

- a) **Accounts:** The balances on bank statements as at 28 June 2019 were confirmed:

Business Bonus	6,043.99
Business Premium	114.23
Community A/C	13,535.78

- b) **Receipts:** allotment rent £5, HMRC VAT refund £806.80; interest £3.05

- c) **Regular payments** since previous statement

date	to whom		Details	Amount
10/06/19	E.ON	DD	non-metered supply	51.54
25/06/19	salary and on costs	SOs	salary and on costs	280.55

- d) **The following payments** were approved:

	cheque no	£ p
J Otte (expenses incl. newsletter photocopying July)	100844	70.16
Ryan Hubbard (old and new graveyard)	100845	140.00
Playsafety Ltd (annual inspection)	100846	103.20
Recreation Ground (VAT refund 2018-19)	100847	683.92

- e) **Change of bank signatories** for parish council and recreation ground accounts

- i) To complete the change of signatory forms: ongoing.

- 9) **The need for written reports for regular inspections and checks.** The matter was considered and the following decisions made:

- a) Six monthly allotment inspection: word of mouth report to the parish council meeting
- b) Annual assessment of assets: form to be completed and submitted to the Parish Council
- c) Weekly check of playground equipment: to be recorded in a notebook
- d) Maintenance checks at Pavilion (building, first aid kit): work to be notified to Parish Council
- e) Annual Fire Extinguisher: certificate to be displayed in the Pavilion and on the website
- f) PAT test: to be noted in the Minutes when completed.
- g) Weekly check of defibrillator: to be recorded online or in a notebook

10) Data Protection

- a) Update from the Data Protection Working Group (WB, NL MW):

The meeting for the DP meeting in July 11th 2019

The meeting was attended by Neil Lewis Wayne Bowditch and Mary Walsh

MW wished to resign as chair and Neil Lewis was elected as the new chair

We took a considerable amount of time to look carefully through the points that

Mr. Brown brought up on his email and we thank him for taking the time to send the email. We felt that if suitable training was available at any point and convenient to attend it would be a good idea to join the training course.

On the matter of emails we are happy to keep the present situation but to encourage councillors to check before you click.

With regard to the articles 12-14 we will be discussing this in the Parish Council

We will include DP at every parish council meeting.

- b) Articles 12-14 were not discussed as the Chair of the Working Group was not present.

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11) Allotments

- a) Encroachment on land at the Church Lane garden allotments was discussed. The owners of the adjacent property were intending to erect a fence to protect their property from the allotments. The Clerk was asked to contact the owners of the property to request a site meeting to clarify the line of the boundary. It was noted that the title plan from the Land Registry shows the general position but not the exact line, of the boundaries. However, there is evidence of the line of the boundary in the undergrowth.

12) Recreation Ground and Pavilion

a) Safety report

- i) The annual inspection report from Playsafety was handed to W Jolly to assess which items he could repair and if any other work was required.

b) Disabled friendly path from The Street to the Pavilion completed.

- i) The quote for the work was £4,500. The grant from NN Big Society Fund was £2,000. The concrete and shuttering cost £1,651. T Leeder waived all his charges and a payment of £349 was made towards W Jolly's costs.
- ii) To consider apply to the Parish Partnership Scheme to cover 50% of the cost of making a dropped kerb where the track meets The Street. (carry over to next meeting).

- c) **Goal posts:** the wooden goal posts (partially complete) had been collected. However it transpired that wooden goal posts are not compliant with safety legislation: they must be of metal or plastic. It was agreed that W Jolly would dispose of the materials.

- d) **Fundraising and Social Events:** nothing to report

e) Financial Business

- i) Receipts since previous statement: £1.98 (interest)
ii) Regular payments since last statement: E.ON £23.00
iii) Balances as at 6 June 2019: current a/c £2813.80, savings a/c £3,964.07.
iv) Payments for approval:

Payee	cheque no	£	p
Playsafety Ltd (annual inspection)	101035	103.20	
Wayne Jolly (towards work on concrete path	101036	349.00	
Norse Eastern (grounds maintenance)	101037	149.71	
Lisa Chapman (cleaning)	101038	35.00	

13) Pocket Parks Plus - wildflower and picnic area on the Recreation Ground

- a) Specifications for ground works: where hard ground (stone, gravel, former access track) remove top 4 -6 inches depth and replace with soil - low grade organic soil better for wildflower growth. Land will need to be surveyed so as to retain existing levels as far as possible. Note that sub-surface drains might be present. Sequence of works
- i) Hire HTC mini digger and dumper
ii) Set out levels to be worked to
iii) Remove top 4 -6 inches to be placed on tarpaulin in car park by storage container

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iv) Hire haulier to bring soil load in and tip into pocket park area and spread soil to required depth.

v) Haulier to take away rubble mix from car park area

Ready for rotovation of soils and preparation of ground for wildflower and grass seeding in September / October.

b) W Jolly agreed to take on the organisation of the ground work preparation.

c) Picnic tables -wood or recycled plastic to be decided at a later date

d) Once groundworks and planting completed, fencing to be taken down and re-installed along the boundary with the playing field.

14) Street lighting

a) Ivy beginning to encroach on street light on the light opposite the Village Hall. W Jolly offered to see what could be done.

15) Communication with the Community

a) Website update: The Old Church Ruin Warning on the homepage has been updated to reflect the comments made at the June PC meeting. Not mentioned at the previous meeting, but the PC accounts for 2018-19 are available on the website on the Financial Documents page. This lists all the updated documentation with links to the actual documents for convenience. The PC Privacy Notice now has a dedicated label under the Parish Council tab (on the home page) - this improves the visibility of this important document and reflects the latest version approved by the PC. A new village newsletter page has been created and is accessed via the drop down menu under the Village tab. It currently has the July 2019 version only.

b) It was suggested that the Parish Council could work with the Village Hall, the Church and other village groups and volunteers to organise a Village Fete.

16) Correspondence (if any) - circulated as usual via email

17) Items for report or for the next agenda.

18) Next Meeting of the Parish Council at 7.30pm on Thursday 19 September 2019 in the Millennium Pavilion, Recreation Ground.

Meeting closed at 8.40 pm